

Legislative Building Interior Dome Access Policy

Purpose Statement:

The purpose of this policy is to provide for the safety and protection of people that access the interior dome spaces of the Legislative Building Dome.

Without exception, this policy applies to everyone.

Action:

Revision of existing policy dated May 15, 2007

Effective Date:

February 14, 2011

Owner:

Facilities Division

Review Cycle:

3 years

Approved By:

/s/
Joyce Turner
Director

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Policy

We have designated the following areas as [confined space](#) and restrict access to these areas under the requirements of this policy:

- Interior dome stairwell – 4th floor to cupola;
- Interior dome elevator – 4th floor to 8th floor; and
- All areas beyond including the catacomb areas of the 7th floor of Legislative Building

Access to these areas is restricted to Department of General Administration (GA) employees for [official business](#) directly related to maintenance, preservation, or security. Access by others is strictly limited to:

- With our prior authorization, other state agency personnel or contractors for official business directly related to maintenance, preservation, or security;
- Emergency response personnel.

GA employees that violate this policy may be disciplined. Disciplinary action may include dismissal.

Other state personnel that violate this policy may be identified in a letter of concern from GA's Director or designee to their agency head. The letter will list the specific violations. In addition, we will inform the Department of Labor & Industries, Division of Occupational Safety and Health as appropriate.

Contractors that violate this policy may be suspended or debarred from bidding for work in the restricted areas. In addition, we will inform the Department of Labor & Industries, Division of Occupational Safety and Health as appropriate.

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1. We require that all direct access points to the restricted areas shall be strictly controlled via card-key.

At a minimum, we will control access by card-key at the following access points:

- 4th floor doorway to the interior dome spiral staircase;
- 4th floor doorway to the interior dome maintenance elevator;
- 5th floor doorway to the interior dome spiral staircase.

We will provide card-key access to GA's Legislative Building Manager. You must obtain permission from GA's Legislative Building Manager in order to access the restricted areas for official business directly related to maintenance, preservation, or security.

For emergency purposes; we will provide card key access to GA's Assistant Director of Facilities, the Washington State Patrol and the Olympia Fire Department. You are not required to obtain access permission for emergency response.

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2. You must follow [GA's Confined Space Entry Program](#) when you access the restricted areas.

In addition to GA's Confined Space Entry Program, you must also follow these safety and security measures:

- a. You are not allowed alone in the restricted areas unless you are a journey-level tradesperson.
- b. You must receive entrance training at a level adapted to suit the purpose and objective of your visit.

Your entrance training may consist of full Confined Spaces Training, but at a minimum will include reading and understanding a warning notice about the strenuous climb, narrow stairs, heights, and designated confined spaces.

We will post the warning notice and a copy of this policy inside the 4th floor access points to the stairwell and elevator and the 5th and 7th floor access points to the stairwell.

- c. A GA Building and Grounds employee will accompany you, and will contact the Customer Service Center to inform dispatch personnel when you enter and again when you have exited the restricted areas.
- d. Your escorts and our maintenance personnel will carry a flashlight and a radio when entering the restricted areas.
- e. Your work group size will be limited to no more than five persons including your escort.
- f. You must wear soft soled, non-skid shoes. Slick soles shoes or high heels are prohibited.
- g. You are prohibited from bringing briefcases, packages, backpacks or purses into the restricted areas.

Exception: Containers necessary to carry tools, equipment or supplies required by maintenance personnel, contractors or emergency response are allowed.

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Related requirements and information

- State rule – [Chapter 296-809 WAC Confined Spaces](#)
- GA program – [Confined Space Entry Program](#)
- Executive Summary: [Issues regarding access to the interior dome](#)

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Forms and instructions

- GA form – [Confined Space Entry Permit](#)

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Definitions

- *Official business* means the responsibilities and duties assigned to an employee of the state for the execution of his or her job.
- *Confined space* means a space that is all of the following:
 - Large enough and arranged so that an employee could fully enter the space and work;
 - Has limited or restricted entry or exit. Some examples are tanks, silos, and vaults.
 - Not primarily designed for human occupancy.

History

Amended:

February 14, 2011 - Key changes to this policy include adding consequences for policy violations and clearly identifying secured access points. In addition, the policy was transitioned to the current policy format.

Supersedes:

Prior versions of this policy and its attachments

Original Effective Date:

May 15, 2007

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@ga.wa.gov.